



## Business Account Information

### Required Documentation Checklist:

<b>Legal Entity</b> Corporation, LLC, LLP, Non- Profit Corporation	<b>Sole Proprietorship</b>
<ol style="list-style-type: none"> <li>1. <b>Proof of existence documentation &amp; who can act on behalf of the entity</b> <ul style="list-style-type: none"> <li>✓ Articles of Incorporation/Organization</li> <li><b>OR</b></li> <li>✓ Certificate of Incorporation/Organization</li> </ul> </li> <li>2. <b>A copy of executed Bylaws or Operating Agreement</b> if you are applying for a loan <u>or</u> neither of the items listed above outline who can act on behalf of the entity</li> <li>3. <b>Taxpayer Identification Number</b></li> <li>4. <b>Physical Street Address of the entity</b></li> <li>5. <b>Beneficial Owner &amp; Control Person information (see page 3 &amp; 4)</b> <ul style="list-style-type: none"> <li>✓ Copy of valid government issued ID</li> <li>✓ Taxpayer Identification number</li> <li>✓ Physical address</li> <li>✓ Date of Birth</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Proof of existence document if using a fictitious name</b></li> <li>2. <b>Sole proprietor's</b> <ul style="list-style-type: none"> <li>✓ Valid government issued ID</li> <li>✓ Social Security Number</li> <li>✓ Date of Birth</li> <li>✓ Physical Street Address Verification if the address on the ID is not current or contains a PO Box</li> </ul> </li> </ol> <p><b><u>If you do not see the entity you are opening an account for please speak with a customer service representative.</u></b></p>

### Entities Excluded from providing Beneficial Ownership information include:

- A financial institution, Department or agency of the U.S., or any State, or of any political subdivision of a State, An entity whose common stock or equity interests are listed on the New York, American, or NASDAQ stock exchange, An investment company registered with the SEC, An SEC-registered investment adviser, A bank holding company, An insurance company, An unincorporated association, such as a neighborhood association or garden club

### Additional items that may be needed:

#### Assumed or Fictitious Name Certificate

Necessary if the business will be depositing checks in a name other than the legal name of the entity

#### Lottery Letter

When opening an account to hold lottery funds, you must provide the letter allowing your business to sell Lottery tickets.

#### Certificate of Authority

Necessary if the business is registered in a state other than Virginia

#### Request to Establish an IOLTA

Required if you are opening an IOLTA account.

#### ATM Contracts

Necessary if you have an ATM on the Business's premises

#### Copy of Current VDACS license

Industrial hemp Grower/Processor/Dealer license

#### Planting Report

Most recent report filed with VDACS for industrial hemp grower

#### Certificate of Analysis

For Hemp Related Businesses



## Business Account Information

Is this business publicly traded  YES or No

<b>CUSTOMER INFORMATION</b>			
LEGAL ENTITY NAME		DBA NAME	Taxpayer ID Number
OWNER OF TIN:			
PHYSICAL BUSINESS ADDRESS (NO PO BOXES)		MAILING ADDRESS (FOR STATEMENTS AND NOTICES)	
<b>CONTACT INFORMATION</b>			
PRIMARY PHONE NUMBER			
PRIMARY EMAIL			
Other			
BUSINESS PURPOSE OR NAICS CODE:		STATE OF INCORPORATION (IF APPLICABLE)	
<b>PLEASE INDICATE WHETHER YOUR BUSINESS PROVIDES THE FOLLOWING SERVICES TO ITS CUSTOMERS</b>			
SERVICE	CHECK IF YES	MAX DAILY LIMIT	PERCENT OF INCOME
HEMP (GROWER/DEALER/PROCESSOR)			
HEMP (RETAIL STORE-FRONT)			
MARIJUANA RELATED BUSINESS			
SELL MONEY ORDERS			
SELL TRAVELER'S CHECKS			
MONEY TRANSMISSION			
CHECK CASHING			
CURRENCY DEALING			
<b>Question</b>		<b>Yes or No</b>	<b>If yes, how often?</b>
How often will you make Cash Deposits?			
How often will you make Deposits with Checks?			
Will you be sending domestic wires?			
Will you expect to receive domestic wires?			
<b>Services Requested</b>			
Debit Card – How many?		Will you complete or accept Wires - YES or NO	
List Cardholder names:		If yes complete the following:	
		Where will wires be sent or received from & for how much	

Other services you may be interested in:

Service	Yes	No
Business Online Banking		
Merchant Services		
Remote Deposit Capture		
ACH Services		
Business Credit Card/Purchase Card		
Positive Pay		
Sweeps		
SurePayroll		
Mobile Banking		



## Beneficial Ownership Certification

### *General Information:*

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#### **What is the purpose of this form?**

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud and other financial crimes. Requiring the disclosure of key individuals who ultimately own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

#### **Who completes this form?**

This form must be completed by the person opening or updating an account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, partnership, and any other similar business entity formed in the United States or a foreign country.

#### **What information do I have to provide?**

This form requires you to provide the name, address, date of birth, and social security number, (or passport number or similar information, in the case of foreign persons) for the following individuals (i.e., the beneficial owners):

(i) Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25% or more of the shares of a corporation); **AND**

(ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer).

The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.





Hemp Questionnaire

## **Industrial Hemp – Retail Sales**

Documentation Requirement

Industrial hemp/CBD

As a retailer of a finished hemp products the following information is needed:

- Certificate of Analysis (product test results)
- Supplier information

Please expect ongoing requests for current documentation depending on your activity. The frequency will be established once an account review is performed, you will be notified in writing of the documentation requirements.

### **Terms:**

**Hemp Products:** Any finished product that is otherwise lawful and contains industrial hemp, including rope, building materials, automobile parts, animal bedding, animal feed, cosmetics, oil containing industrial hemp extract, food or food additives for human consumption, as long as such hemp is grown, dealt, or processed in compliance with state or federal law.

**Beneficial Owner:** An individual who holds the largest equity ownership and has controlling authority influence of the business.

**Control Person:** Single individual with significant responsibility to control, manage, or direct a legal entity customer.

**Certificate of Analysis:** Document issued that confirms that a regulated product meets its product specification. They commonly contain the actual results obtained from testing performed as part of quality control of an individual batch of a product.



## Hemp Questionnaire

### Store-front retail business selling a finished industrial hemp product(s)

<b>Business Name:</b>	
<b>Beneficial Owner/Control Person</b>	
<b>Questionnaire Completed By:</b>	
<b>Completed Date:</b>	

<b>Does your business sell or have plans to sell Hemp related products such as CBD Oil?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>What percentage of the TOTAL products offered by you to the public contain CBD Oil?</b>	(1-100) %
<b>What percentage of the TOTAL revenue for your business is derived from the sale of products containing CBD Oil?</b> (If you are a new business owner, enter a projected value)	(1-100) %
<b>Are the products which contain CBD oil intended for human topical application or meant for human ingestion?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>If yes, indicate food or non-food (tincture or capsule) ingestion</b>	<input type="checkbox"/> Food <input type="checkbox"/> Non-Food
<b>List your Primary CBD Product Distributors (companies where you obtain majority of your products)</b>	
	<b>Are they a licensed provider?</b> Y <input type="checkbox"/> N <input type="checkbox"/>
	<b>Are they a licensed provider?</b> Y <input type="checkbox"/> N <input type="checkbox"/>
	<b>Are they a licensed provider?</b> Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Do ANY of the products you sell in your establishment contain the psychoactive compound delta-9-tetrahydrocannabinol (THC)?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>If yes, please indicate below what is the HIGHEST THC concentration in ANY product you sell?</b>	
<input type="checkbox"/> Don't Know <input type="checkbox"/> Trace Amount <input type="checkbox"/> < 0.1% <input type="checkbox"/> 0.1%-0.3% <input type="checkbox"/> >0.3%	
<i>CBD that exceeds 0.3% THC remains a Schedule I controlled substance and is therefore illegal to sell.</i>	
<b>Can you provide a Certificate of Analysis on your products?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>

I certify that to the best of my knowledge the information provided on this form is complete and correct. I understand that VIRGINIA NATIONAL BANK is under no obligation to establish or maintain a banking relationship and that additional information may be requested to further analyze the company's compliance with various regulations.

The business identified above is not in violation of any regulatory restrictions pertaining to the operation of its hemp- related business and will provide VNB notification of changes to operations, ownership, etc.

Certificates of Analysis of the hemp products distributed or sold confirm that the products of this business are not in violation of any laws of the Commonwealth of Virginia.

The above agrees to indemnify, defend, and hold harmless Virginia National Bank, its officers, directors, employees, owners, agents, assigns, and affiliates (collectively, the "Indemnified Parties") from and against any and all claims, liability, loss, expenses, suits, damages, judgments, demands, and costs(including reasonable attorneys' fees and expenses) (each a "Claim") arising out of negligence or willful misconduct with state and federal law regarding industrial hemp compliance.

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**Beneficial Owner/Control Person Signature**

Received By:		Date Received:	
		BSA Officer Contacted	Y <input type="checkbox"/> N <input type="checkbox"/>



## Hemp Questionnaire Industrial Hemp Grower/Dealer/Processor

Documentation Requirement  
Industrial hemp/CBD

### Grower/Dealer/Processor

As a grower, dealer or processor of hemp products the following information is needed:

- Copy of your current VDACS license(s) and registration(s)
- Supplier Information
- Buyer Information
- Most recent Certificate of Analysis of your product(s) (product test results)
- Most recent planting report filed with the VDACS

Please expect ongoing requests for current documentation depending on your activity. The frequency will be established once an account review is performed, you will be notified in writing of the documentation requirements.

#### Terms:

**Hemp Grower** - means any person registered pursuant to subsection A of Va. Code § 3.2-4115 to plant, cultivate, or harvest industrial hemp.

**Hemp Dealer** - means any person registered pursuant to subsection A of Va. Code § 3.2-4115 to deal in industrial hemp. "Dealer" does not include (i) a registered grower, (ii) a registered processor, or (iii) any person who buys industrial hemp for personal use or retail sale in Virginia. The Industrial Hemp Dealer Registration is not intended for a retail establishment selling a hemp product.

"Deal" means to buy industrial hemp grown in compliance with state or federal law and to sell such industrial hemp to a person who (i) processes industrial hemp in compliance with state or federal law or (ii) sells industrial hemp to a person who processes industrial hemp in compliance with state or federal law.

**Hemp Processor** - means any person registered pursuant to subsection A of Va. Code § 3.2-4115 to convert industrial hemp into a hemp product. "Hemp product" means any finished product that contains industrial hemp, including rope, building materials, automobile parts, animal bedding, animal feed, cosmetics, oil containing an industrial hemp extract, or food or food additives for human consumption.

**Hemp Products:** any finished product that is otherwise lawful and contains industrial hemp, including rope, building materials, automobile parts, animal bedding, animal feed, cosmetics, oil containing industrial hemp extract, food or food additives for human consumption, as long as such hemp is grown, dealt, or processed in compliance with state or federal law.



## Hemp Questionnaire

### Industrial Hemp Grower/Dealer/Processor

#### Terms Continued

**Beneficial Owner:** An individual who holds the largest equity ownership and has controlling authority of the business.

**Control Person:** Single individual with significant responsibility to control, manage, or direct a legal entity customer.

**Virginia Department Agriculture and Consumer Services (VDACS)** -Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes the economic growth and development of Virginia.

Agriculture provides consumer protection and encourages environmental stewardship. The Secretary of Agriculture and Forestry and VDACS, in conjunction with the Governor's Office and the Superintendent of the Virginia State Police, as required by the Farm Bill, will review the hemp-related provisions of the Farm Bill and determine a course of action that will best-support Virginia's hemp industry.

**Certificate of Analysis:** - Document issued that confirms that a regulated product meets its product specification. They commonly contain the actual results obtained from testing performed as part of quality control of an individual batch of a product.

**Planting Report** - A Registered Industrial Hemp Grower must submit a planting report within 14 calendar days of planting seeds, clones, or cuttings. If you plant multiple times throughout the growing season, you will need to submit multiple planting reports.

If you do not plant industrial hemp on a production field stated on your registration, you must submit a planting report for that field by July 31.



## Hemp Questionnaire

### Industrial Hemp Grower/Dealer/Processor

<b>Business Name:</b>			
<b>Beneficial Owner/Control Person</b>			
<b>Questionnaire Completed By:</b>			
<b>Completed Date:</b>			
<b>Are you licensed with the Virginia Department of Agriculture for Consumer Services (VADCS)?</b>			Y <input type="checkbox"/> N <input type="checkbox"/>
<b>How is your company licensed with VADCS?</b>	<input type="checkbox"/> Grower	<input type="checkbox"/> Processor	<input type="checkbox"/> Dealer
<b>Is your annual Registration current?</b>			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>A copy of your current license(s) and registration(s) with VDACS must be provided to open and maintain an account</i>			
<b>Is your company a grower of Industrial Hemp? (as defined in part Subpart G, 297.A of the 2018 Farm Bill)</b>			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>A copy of the most recent planting report submitted to VDACS must be provided to open and maintain an account</i>			
<b>Date of most recent planting report</b>			
<b>Date range of next expected harvest</b>			
<b>Is your company involved in the processing of Industrial Hemp (converts industrial hemp into finished product)?</b>			Y <input type="checkbox"/> N <input type="checkbox"/>
<b>List hemp products you intend to produce:</b>			
<b>List your hemp suppliers:</b>		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Is your company a dealer of industrial hemp? (Buys hemp from a supplier and sells to another dealer or processor)</b>			
<i>Raw plant material, including, but not limited to, hemp micro greens and flowers, if sold in Virginia, may only be sold to an individual who is a registered Industrial Hemp Grower, Dealer, or Processor</i>			Y <input type="checkbox"/> N <input type="checkbox"/>
<b>List your hemp suppliers:</b>		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>List your hemp buyers:</b>		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
		<b>Are they licensed with VDACS?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Do you submit samples for regular testing?</b>			
<i>Please provide a copy of most recent test results. Test Results are required to open or maintain an account</i>			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>Products that contain more than 0.3 percent THC is considered "marijuana" and is a Schedule 1 controlled substance.</i>			
<b>Do you Own or Lease the facility your business will occupy?</b>	<input type="checkbox"/> Own	<input type="checkbox"/> Lease	
<b>What is the physical address of your facility?</b>			



## Hemp Questionnaire Industrial Hemp Grower/Dealer/Processor

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The above agrees to indemnify, defend, and hold harmless Virginia National Bank, its officers, directors, employees, owners, agents, assigns, and affiliates (collectively, the "Indemnified Parties") from and against any and all claims, liability, loss, expenses, suits, damages, judgments, demands, and costs (including reasonable attorneys' fees and expenses) (each a "Claim") arising out of negligence or willful misconduct with state and federal law regarding industrial hemp compliance.

\_\_\_\_\_  
**Beneficial Owner/Control Person Signature**

**DO NOT WRITE IN THIS SPACE – BANK USE ONLY**

Received By:		Date Received:	
		BSA Officer Contacted	Y <input type="checkbox"/> N <input type="checkbox"/>